

Educational Sessions 2017

Empower your employees with the tools needed to maximize, motivate and drive individuals and organizations forward.



Table of Contents

About Education Sessions.....	2	Child Care & Parenting.....	20-22
Request Form.....	3	Special Needs.....	23
Personal & Professional Development.....	4-8	Education	24
Professional Development for Managers	9-10	House & Home.....	25
Health & Wellness.....	11-16	Seniors.....	26-27
Finance	17-18	Notes.....	28
Prenatal & Adoption	19	Take Your Child to Work Day Programs	29-30

THE SEMINARS AND WEBINARS ("EVENTS") ARE PROVIDED ON AN "AS IS" BASIS FOR EDUCATIONAL AND INFORMATIONAL PURPOSES ONLY. EVENTS ARE NOT A SUBSTITUTE FOR LEGAL, FINANCIAL, MEDICAL OR OTHER PROFESSIONAL ADVICE, SERVICES OR TREATMENT. WHERE THE PARTICIPANT DEEMS NECESSARY, THE PARTICIPANT SHOULD SEEK ADVICE FROM THE APPROPRIATE PROFESSIONAL. LIFECARE EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. PARTICIPANTS ASSUMES ANY AND ALL RISK AND LIABILITY ARISING OUT OF OR RESULTING FROM ATTENDANCE AT THE EVENT OR RELIANCE ON THE INFORMATION AVAILABLE THROUGH THE EVENT AND AGREES TO HOLD LIFECARE HARMLESS FROM ANY CLAIMS AND LIABILITIES IN CONNECTION WITH THE EVENT. THE INFORMATION THIS PUBLICATION IS SUBJECT TO CHANGE.

About These Programs

DONCEAP offers a broad spectrum of engaging programs for your employees. We continue to add new and varied topics to stay current with everyday issues and remain committed to helping you better meet your employees' evolving needs.

Each program is developed by subject matter experts. They offer a creative and compelling learning experience and are facilitated by an experienced trainer. They include practical tips and strategies on important issues including managing stress, balancing work and family life, emotional intelligence, health and wellness, household budgeting, team building, leadership skills, parenting issues and caring for elders, to keep employees engaged.

We offer flexibility:

- Each seminar is tailored to meet your specific needs, and can be adapted to your specific time requirements and circumstances.
- We can conduct on-site workshops that offer a personal, interactive learning experience.
- We offer live webinars to reach large audiences.
- Our keynote speakers are available to educate or motivate for conferences, meetings, special events and retreats.

For Best Results

- **Provide your expectations, demographics and goals when you make your request.** This information will help us select the most appropriate trainer for your event.
- **Choose Live Webinars when looking to reach large groups and multiple sites with anonymity.** Your employees can attend from anywhere.
- **Contact DONCEAP in advance for events with more than 100 attendees.** On-site keynotes have special presentation requirements and charges.
- **Keep class size to 50 or less on-site employee seminars.**

Cancellations: We understand that unexpected events occur and will work with you to reschedule. If you need to cancel an event, please contact DONCEAP at least five business days in advance to avoid being charged a contracted event unit.

Video Recording or Broadcasting: Please inform DONCEAP and the trainer if you plan to video record or broadcast your seminar or webinar. DONCEAP Licensing Guidelines and additional charges are applicable.

What to Do Right Now

Make a Request

Contact DONCEAP to begin the scheduling and coordination process. *(Please allow a minimum of four weeks' notice to ensure enough time to organize an effective and engaging event.)*

Request Form

I. Seminars

II. Visibility

Today's Date _____

Command Name _____

Contact Name _____

Phone # _____ Email _____

☐ Seminar ☐ Webinar

I. Seminars

Please fill out the information below regarding your seminar requests. Four weeks advance notice is preferable.

Return completed form with the subject heading "Seminar Event" to: Kaisha.Keith@foh.hhs.gov.

Please provide at least 72 hours in advance if rescheduling or cancelling an event.

Seminar Event Location Details:

Street Address _____

City _____ State _____ Zip Code _____

Expected # of attendees _____ (suggested maximum 50 participants)

In order to provide this seminar, the room must be equipped with a projector and computer.

Please check the box for the equipment that is not available.

☐ Projector

☐ Computer

Comments _____

Requested Topics: (choose from DONCEAP's Educational Sessions guide)

1) Topic _____

Date Options _____ Time Options _____

2) Topic _____

Date Options _____ Time Options _____

3) Topic _____

Date Options _____ Time Options _____

II. Visibility (health fairs, benefits fairs, visibility day, etc)

Please fill out the information below regarding representation at visibility events. Four weeks advance notice is preferable.

Return completed form to **DONCEAP**. Please use the subject heading "Visibility Event".

Visibility Event Location Details:

Street Address _____

City _____ State _____ Zip Code _____

Expected # of attendees _____ Date of Event _____ Time of Event _____ ☐ am ☐ pm

Comments _____



Personal & Professional Development

Campus to Career

For most graduates it can be challenging to make the transition from a college student to a working professional. Making sure you stay motivated early on is a big key when it comes to transitioning into the workplace. Campus to Career is a perfect seminar for anyone learning to juggle and accommodate to the new lifestyle.

Delegation

This seminar will define delegation, determine what it is not, explore the barriers to delegating and the benefits as well as when to delegate.

Giving Constructive Feedback

The goal of this seminar is to teach participants how to give constructive feedback. We will learn an effective feedback model; review why feedback is important, why we need to avoid it, and how to avoid value judgments.

The Science of Goal Setting

This seminar examines goal setting as a brain function. We will look at how the brain works creating an awareness of the mental process—thus making it easier for us to create new habits in relation to goal setting.

Staying Strong and Resilient

We all face difficult times in our careers and in our personal lives at some point; the challenge is how to get back up and into the game. Participants will learn the most important skill today—how to forge forward in spite of adversity! How do you handle challenges, problems and hardships in your life? Learn strategies for staying strong and resilient, maintaining a positive outlook and reducing stress in your life.

Assertive Communication

This seminar on communication will cover good communication vs. poor communication as well as understanding what assertive communication is. We will review a communication model to determine the purpose, focus and process of assertive communication. Tips and obstacles to good communication will be reviewed.

Bullying and Violence in the Workplace

Workforce environments are experiencing increased bullying and violence. Regardless of the contributing factors – stress due to downsizing, sandwich generation issues and/or financial strains, bullying deteriorates productivity. We will discuss the warning signs and strategies for both employees and employers to cope with bullying in the workplace.

Is Leadership Your Next Step?

TOP
PERFORMER

Advancing to a leadership position may seem like a daunting task, but it is easier with a plan. This seminar will provide key elements of leadership, along with tips and skills you can use to develop a leadership plan. We will look at defining leadership and executive presence, deciding if a leadership role is right for you, and building your development plan.

Professional Writing & Email Etiquette

How do you ensure your email will be read? This program identifies the dos and don'ts of email and offers suggestions for writing emails in a way that captures the attention of the recipient and gives them all the pertinent information. The presentation includes information about subject lines, format, content, emotions, grammar and punctuation, signatures, and the use of CC's and BCC's.

The Art of Negotiation

There is no job that doesn't require the use of negotiation. Negotiation is a challenge, as no one method works for all. Discussed will be how to flex our communication style so we negotiate appropriately for each situation and every person. This seminar will explain why we need to negotiate, characteristics of successful negotiators, do's and don'ts of negotiation, and assertive communication.

Women's Leadership: Competence and Confidence

Trends show that women are being promoted to management at a fast pace. In this program we'll explore the key attributes that women need to increase their confidence and increase their "promotability" and explore gender and the role it plays in the workplace.

Creating a Positive Work Environment

What does a positive work environment look like and how can we achieve it? Topics covered in this seminar include: building trust, positive communication, setting expectations and needs, and exploring creative ideas for recognition and rewards. You will discover how teamwork, finding meaning in your work, accepting responsibility, and humor can all lead to a more positive work environment.

Effective Presentation & Public Speaking Skills

Having excellent presentation skills is essential for success. In this seminar participants will learn how to plan for successful presentations and build confidence. We will discuss verbal and body language elements, how to build rapport with an audience to keep them engaged, using humor in presentations, and how to manage adversity.

Managing Priorities: Getting the Right Things Done (web only)

Why do you procrastinate? What are your time bandits? Do you overschedule yourself? Learn strategies to identify what needs to get done and how to prioritize activities and workload with the right focus, such as: managing your schedule, how to handle interruptions, limiting distractions, and prioritizing.

Diversity in the Workplace

This seminar discusses the importance of diversity in the workplace and some strategies to prevent behaviors that are a barrier to valuing diversity. Here you will learn how perceptions, assumptions, and biases develop, how they impact our responses, and understand how stereotypes, prejudice, and other "isms" interfere with our understanding of and ability to work with people who are different.

Surviving Mergers and Acquisitions

Participants will learn what to expect in the midst of organizational change and learn ways to navigate through the process. This seminar will review the five phases of dealing with change, how to identify new opportunities, the importance of self-care, and committing to the new business structure and culture.

Emotional Intelligence



TOP
PERFORMER

This seminar (based on Daniel Goleman's work) identifies the four components of emotional awareness. It will help to identify the range of emotions and how they affect our relationships, within the workplace setting and our home environments. This presentation will help you focus on your target areas in order to improve your relationships.

Business Etiquette

Business etiquette is a practical and profitable social skill that plays an important role in career success, building better relationships, and increasing professionalism. With workplace civility, employees thrive in a positive environment where all are treated with courtesy and respect and are able to focus on their work. This seminar provides valuable guidance on business etiquette in the workplace by explaining strategies for building productive relationships, increasing workplace courtesy, and addressing common etiquette challenges.

Health and Well Being in the Workplace

Discover how to enhance your health, well-being, and productivity by relieving stress with simple relaxation techniques. Explore ergonomics and learn how to prevent on-the-job injuries from lifting, repetitive stress (such as carpal tunnel syndrome), and computer-related injuries (headache, eyestrain and back pain). Other topics include: work-life balance, how to establish priorities, and the importance of healthy eating and regular exercise.

Crossroads and Intersections: Boundaries in the Workplace

This seminar is about “getting it” in the workplace before it gets you. In ever-changing local and global environments, reading signals correctly is the key to staying on course by understanding how to find opportunities and identify risks. Failure to “read the signals” can result in poor utilization of team members and external relationships. This workshop examines the tools necessary to find, receive and send signals effectively.

EQ: Making it Work for You

This seminar is meant to follow the Emotional Intelligence class (page 5), although it is not a prerequisite. This is an in-depth class focusing on what an emotion is and how understanding our emotions can help make or break situations. It’s an interactive tool based seminar that dives deeper into the world of emotional intelligence.

Networking for the Network Challenged

During this session you will learn why networking is the key to your career success and how to make networking a stress-free process. You will learn how to assess and expand your network, how to begin a structured networking plan, and how to use networking to develop long-term relationships with others. This seminar will help you understand your current communication and networking style and encourage you to move out of your comfort zone to approach and engage the people you want and need to know.

The Positive Effects of Self-Esteem on Performance

New research shows that the power of the mind is stronger than we ever thought. This seminar will outline a way to rewire our brains in order to be more optimistic and increase self-confidence. We will also discuss ways to build self-esteem and how to control our negative thoughts.



Team Building

The ability to understand and communicate effectively in teams is an important part of our personal and professional success. Through discussion, interactive exercises and a debriefing session we will explore how teams can work together most effectively and learn how to apply successful team concepts and strategies in very practical ways.

Coping with Serious Illness in the Workplace

This seminar is designed to assist those who are coping with the chronic or life-threatening illness of a coworker, friend or family member. We will discuss common responses to a diagnosis of a serious illness, the impact it has on co-workers, friends, and family, and changes that can be expected when a co-worker is living or caring for a family member with a serious illness. Supportive resources and practical strategies to help are also provided.

Non-verbal Communication: Identifying, Understanding and Using Body Language

In this session you'll learn to create trust and transparency in relationships by sending non-verbal signals that match up with your words. This seminar covers how to accurately read other people and to respond with non-verbal cues that demonstrate to others that you understand.

Non-verbal Communication: Part 2

This seminar will start with a brief review of the ‘basics’ covered in Part 1 (above). It will then move onto body language at work, exploring the difference between the words someone says and the body language they use while saying those words, and giving and receiving feedback.

Ethics and Values

Doing the right thing sounds simple, but isn't always so clear. This interactive seminar offers insight and tips to better understand moral principles and values and how they apply to business ethics. During this seminar we will discuss knowing what is right, doing what is right, skills of the ethical versus unethical employee, and offer helpful resources.

Understanding and Communicating with a Multigenerational Workforce

There are five diverse generations working side-by-side in today's workplace. This program will help you communicate with all co-workers, regardless of age. We will identify generational differences, how to eliminate old stereotypes, and learn how to custom-fit your communication style to meet the challenges of generational differences.

Dealing with the Elephant in the Room

This is a communications development seminar in which you will learn the skills to talk to anyone about anything. We begin by identifying the uncomfortable issues and realities you face at work and home and then learn how to confront such issues with tact, empathy and clarity.



Managing Work and Life

This seminar provides strategies to successfully manage your work and personal responsibilities. The topics discussed include causes of work-life stress, assessing goals and priorities, managing personal/family responsibilities, and managing responsibilities on the job.

Building Better Relationships through Effective Communication

Good communication skills are essential in creating and maintaining effective and productive relationships. This seminar provides the skills needed to facilitate successful, working relationships. We will identify the barriers to effective communication and guide you towards how to be a good communicator through the use of active listening and conflict resolution techniques.

Dealing with Conflict in the Workplace

Conflict resolution is a hot term in business today because it is becoming increasingly relevant in the workplace. This seminar provides tips for managing and resolving conflict at work. Topics covered include: understanding causes of conflict, improving communication skills, and resolving conflict.

Planning, Prioritizing and Organizing Your Time

Time management and organizational skills are critical to successfully balancing work, life, and family. You will learn strategies and tips for organizing and managing that will make a critical difference in the quality of your work and life.

Telecommuting with Success

Working remotely offers both benefits and unique challenges. This session will help you manage common challenges that many remote workers face. It will offer communication strategies for staying connected and visible, and teach self-management techniques to enhance efficiency, productivity, and manage distractions.

Collaborative Customer Service

The goals and objective of this seminar are to understand the challenges of delivering great customer service through effective, professional customer service communication. We will discuss stress management related to working in customer service, action plans and evaluations.

Fostering Inclusion in the Workplace

Inclusive work environments are productive environments. In this seminar you will learn to identify activities, attitudes and assumptions that exclude co-workers. We will explore ways to include others that will enrich the office as well as personal lives, distinguish tolerance versus acceptance, and discuss how to create an inclusive environment.

Investing Your Experience: Planning the Next Stage of Your Career and Life

During this seminar you will learn how to discover your passions and preferences and how to align late career options with your goals. You will also understand how to make career and retirement decisions that will lead to personal fulfillment and how to create a personal action plan.

Overcoming Procrastination

TOP
PERFORMER

Want to overcome procrastination and become more motivated and productive? This seminar covers common reasons for procrastination and offers advice for overcoming it. We will discuss how we procrastinate, reasons for and the impact of procrastination, and offer radical tips to overcoming procrastination.

Understanding Personality Types

Understanding personality types can be somewhat confusing. This one hour seminar is designed to gain a practical understanding of the different types and teach you how personality types can impact our behavior. Participants will identify their own personality type preferences and learn how to use type preference as an energy management tool and to enhance interpersonal communication.

Sexual Harassment

Covered in this seminar is the definition and history of sexual harassment as well as the different types that can occur. This complex topic will be broken down for employees to understand how important it is to create a respectful workplace.

Unconscious Bias

Are we on top of our biases or might we be harboring some prejudices that lie outside of our awareness? This program will define unconscious bias and give us a framework in which to understand it. With numerous discussion opportunities, participants will explore biases, examine the conflict that arises between one's natural inclination to categorize and the conscious drive towards diversity, look at how unconscious bias is measured and identify ways to overcome these biases.

Handling a Death in the Workplace

There are many ways people handle grief and death. The challenge is to be able to handle all of the personal coping behaviors and not be judgmental during times of high emotion at the workplace. Participants delve into handling awkward, uncomfortable interactions at work, acknowledging variable relationships between co-workers.

Sexual Identity in the Workplace

Sexual identity has aspects which can affect us, our colleagues, our families and our children. The goal of this class is to present information and frame the issues around sexual identity in the workplace to work toward the creating of a good work environment for all.

Managing Strong Emotions

Strong emotions are inevitable. This class goes beyond identifying emotions to managing and controlling ourselves when all of our buttons have been pushed. We need real strategies to say and do the right thing. We will share state-of-the art techniques that will ensure you will keep your cool.

Coping with Change in Uncertain Times

The world, as we know it, is changing and adapting can be difficult. This seminar can help you understand and cope with change. This session is designed to help you know how change affects you, reduce the stress associated with change, and offer strategies to successfully adapt to change.

Coping with Job Changes/Loss

For companies who are downsizing, this program provides practical tips for adjusting to changes in the workplace and coping with job loss. Topics discussed include: adjusting to changes in your job, communicating with your family, stress management techniques, and career counseling and job searches.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Understanding Quality Improvement
- Call Center Stress Management
- Dual-Career Relationships: Strategies for Couples Who Work
- Managing Work and Life While Working Nontraditional Hours



Professional Development for Managers

Effective Meeting Management

Don't waste time! This seminar teaches participants the basic skills required to conduct a successful meeting. The session will address preparation and goal setting, creating an effective agenda, developing strong leadership/facilitator skills, overcoming obstacles, managing follow-ups and assessing outcomes.

Coaching for Peak Performance

Coaching is a skill that, if used effectively, unlocks the potential and maximizes the performance of employees. This seminar offers a managerial road map for helping employees overcome barriers or hurdles and improve performance.

Managing Change

This seminar provides managers with a conceptual background for understanding the impact of change on both the individual and the organization. It highlights the manager's role in helping the team deal with natural resistance, strengthen team commitment, and maintain productivity and growth during periods of upheaval.

Effective Interviewing Skills

In this interactive seminar, you will learn and practice essential skills for conducting successful interviews and creating a systematic hiring process. During this session we will review job descriptions, finding the right candidate, the interview process, laws & regulations, and evaluating & comparing.

Motivate, Recognize & Energize Employees

This high-energy seminar will teach you techniques to motivate employees and managers. Learn how motivation and recognition lead to increased productivity, including non-materialistic ways to make your employees feel valued (i.e. self-care, positive psychology, resiliency, laughter and more).

Conflict Management for Managers

60-80% of all workplace conflicts come from strained relationships between employees and managers. Learn the skill of resolving conflict in the most amicable way to benefit individual and team productivity.

Managing Teleworkers

This workshop addresses the unique challenges that managers of teleworkers face. We will discuss reservations of allowing work from home arrangements, the realities of today's workplace, the characteristics of tele-managers, potential benefits, good candidates, and possible challenges.

You're Promoted! The New Manager

For participants that were recently given a promotion, we discuss the importance of influencing and inspiring others. Participants will learn what it takes to make an effective manager by going over communication skills that help build confidence within their team along with when and how to delegate certain tasks.

Managing Stress in the Workplace: Helping Others Deal with Stress

Stress in the workplace can be counterproductive. This program offers strategies for effectively managing stress and helping others deal with stress in the workplace. This seminar will discuss the nature of stress and offer both managerial and organizational strategies for dealing with stress.

Managing the Pregnant Employee

Managing the pregnant employee means balancing concerns of the pregnant employee, pregnancy and ADA laws and reasonable accommodations. Discussion will include supporting your entire team through the employee's transitions during maternity leave and her return.

Substance Abuse for Managers

There are several aspects of substance abuse that managers need to understand in order to know how to deal with workplace issues, legally, sensitively and fairly. Your EAP is the ultimate resource but often a manager is the gatekeeper for making sure that employees who need help get help.

Recognizing the Troubled Employee

Learn ways to create confidential, safe, comfortable, casual and respectful environments. This topic can be difficult to address given the sensitive nature of addressing personal issues in the workplace. In this seminar we will discuss the role that chronic stress, tragedy and trauma can play on someone. You will learn what to look out for if someone is in trouble, and suggestions of how to help them.



Health & Wellness

Clean Living

Clean living is all about cleaning out the toxins in your life. This is a mind body approach to living a clean and healthy life. We will review what adds toxins to your mind and body and how to eliminate them for good.

Relaxation 101

In this introductory meditation workshop, we will use guided imagery and breathing to learn how it makes you even more productive during the day and sleep better at night. This session is most effective delivered on-site.

Diets Don't Work

We will discuss why diets don't work and more importantly what does work. When to eat, what to eat, how much to eat and more will be covered in this seminar to leave you with a good idea of how to maintain a healthy weight the right way!

Eating Right on the Run and on a Budget

We all make excuses for eating junk or fast food. We'll review real strategies for quick, inexpensive meals that are good choices for our health and our wealth. Learn the basics of eating healthy within your financial means as well as when to select organic foods.

Building Self-Confidence

Self-confidence is one of our greatest personal resources. Self-confidence allows us to face any situation and ultimately reach our goals. This class is very motivational and will show participants how to believe in themselves, overcome complacency and offer some ideas on how to boost your self-confidence.

Emotional Eating

Are you an emotional eater? This seminar will define what emotional eating is and identify reasons that you do it. Participants will explore their own personal food history and examine the relationship between mood and cravings. For those who want to put a stop to emotional eating, you'll gain an awareness of your own eating behavior; identify the steps needed for improvement, best practices and resources.

Getting Organized

If you need help getting organized at home or at work this program is for you. We'll explore the downside of lax organization and help you determine your own organizational quotient. Why are we disorganized, what are the benefits of being organized and how do we begin? Storage issues and resources will also be covered.

Healthy Tips for Business Travel

Do you love or loathe business travel, or maybe somewhere in between? In this seminar participants will identify ways to prepare ahead of time, understand how to avoid unhealthy temptations, explore how to incorporate exercise, sleep and healthy good choices into business travel.

Mindful Meditation

In our busy “automatic pilot” lives, we may find that we crave opportunities to be mindful. In this session, participants will examine the focus of mindful meditation, define it, explore what it is and isn’t, identify the benefits, discuss data that supports mindful meditation and have an opportunity to experience it.

Health Aging

Is “60” the new “40”? The way our society looks at age has changed due to longer lifespans and conditions never experienced before. The manner in which we relate and interact with our surroundings makes a huge difference in our individual perception of the aging experience. In this program we will discuss age as a state of mind and ways to plan ahead to make the transitions successful.

Stick with It

What dreams/goals do you harbor that seem out of reach? In this program participants will learn tips and insight about making those dreams a reality. We will do this through the use of plans, anticipation, saying “yes”, identifying obstacles and their accompanying myths, determining techniques for starting and exploring motivators, flexibility, and how to keep going.

The Path to Inner Peace

Would you like to walk the path to inner peace? This workshop can show you the way. Participants will identify where to start and explore pathways to obtain inner peace. We will examine how to let go of things that work counter to that goal, examine how one’s past may help, how to come to acceptance and explore best practices for maintaining inner peace.

Navigate Life Transitions

Changes in our personal and professional lives often include major life transitions such as moving, marriage, birth of a child, death and divorce. We will review strategies to make these transitions easier.

Tips for Boosting your Energy

This program offers tips for using food and natural resources to energize you, explores the benefits of healthy eating choices, and identifies best foods. We will explore power snacks and calories, determine the benefits of exercise, and offer great meal suggestions.

Benefitting from Ergonomics

Ergonomics is about aligning our work stations/sites/tasks with our bodies. This program examines the impact of poor ergonomics on both the worker and the workplace and identifies common risk factors and types of injuries. Participants will have an opportunity to identify problems with an office station set up and discuss common factory issues. This program will also offer suggestions for properly setting up an office station.

All You Need to Know About Cholesterol

In this program participants will explore the complex role of cholesterol. We will examine the role it plays in nutrition and health as well as determine the numbers that indicate good cholesterol levels. We will also discuss the various types of fats that contribute to good and bad cholesterol numbers. Additionally, diet suggestions will be offered.



Be Positive

Today scientists understand how attitude (positive versus negative) can impact our behavior, experiences and relationships. In this program we will discuss our ability to benefit from the power of positive thinking by making changes in our thought process and perspective.

Menopause 101

Even though menopause can be a very unique experience for each woman, there are also many things that women share in common. This program will define menopause and contrast it with perimenopause. It will also identify what you can expect, examine causes, and explore potential complications. We will also look at tests, treatments, and remedies, as well as importance of partnering with your doctor.

Workday Workouts

TOP
PERFORMER

This program explores the multi-dimensional benefits of exercise and identifies the frequency and importance of proper form/equipment to maximize those benefits. It also looks at the role of attitude and goals on the success of an exercise program. Additionally, it identifies the components of a well-rounded workout, discusses eating well and ends with examples of workouts which can be done at your workstation.

Get Smart about Brain Health: 10 Steps to Taking Better Care of Your Memory and Your Mind

Busy parents, executives, students – every one forgets! Maintaining good brain health and memory fitness can make a huge difference to our well-being as we try to remember names and faces, recall important information, or retain facts for work. Lifestyle factors influence our brain health. In this session you will learn ways to maintain a healthy brain and boost brain power.

Women's Health 101

This workshop will focus on women's health issues. We will discuss the leading causes of death and disease in women, the risk factors, and educate on how to prevent and manage major health conditions.

Men's Health 101

The leading causes of illness and death today are heart disease, cancer and stroke. This workshop will focus on disease specific to men and offer preventative steps to decrease risk and manage major health conditions. We will discuss the risk factors, routine screenings, and how to find the right doctor.

Forgiveness

We all carry around grudges—some small, some huge. These scars can leave lasting effects. Consequences of living with grudges can lead to negative relationships, weight gain, jealousy towards others, and even difficulty achieving success at work. The art of forgiveness allows us to “let go” and move on.

Stress Reduction Tool Kit

What are experts saying about living in the stressful world we live in? Handle it and make it better with state of the art tools. Explore the newest research and learn what experts are saying about the impact of stress on our bodies. Participants will leave with the newest techniques, such as mindful communication, to manage stress.

Promote Family Health

It is a family's responsibility to take care of one another. This seminar is designed to empower people with knowledge to promote healthy living on the home front. We will discuss the benefits of healthy living, nutrition and exercise, doctor's involvement, and how to have informed conversations with children.

Living a Healthy Life

This seminar provides tips on how to maintain a healthy lifestyle by reducing stress, better managing responsibilities and getting proper nutrition and exercise. Among the topics discussed are: the benefits of a healthy lifestyle, healthy eating and exercise tips, recognizing and reducing stress, the importance of a good night's sleep, and the power of positive thinking.

Healthy Meal Planning: Understanding Portion Control and Food Labels

Learn how to feed your family healthy foods on a budget, how to identify healthy foods and ingredients, and how to incorporate them into your meals. This presentation will identify ways to increase your intake of fruits and vegetables, help you understand portion control, and instruct on how to read and understand food labels.

Juggling Act

The Five Bucket Principle

TOP
PERFORMER

How well do all the different pieces of your life fit together? Are you struggling to find a balance? Explore how key areas fit together to enhance both your personal and professional life. Learn practical strategies in this hands-on workshop for an integrated approach to find balance in the five key areas of life: health, career, spirituality, finances, and relationships.

Lightening Your Life with Laughter

Look at life in a way that takes some of the stress out of it. This informative and enjoyable workshop shares techniques that use humor and laughter for proven stress reduction. The seminar will discuss the power of positive thinking, the therapeutic benefits of humor, and the practices of laughter therapy.

Happiness: How to be Happy in Life

Our Declaration of Independence is founded on life, liberty, and the pursuit of happiness. During this seminar we will decipher what the pursuit of happiness means and explore how our pursuit of happiness leads to increased productivity. We will also take a look at recent trends in happiness, as a way of life, and reveal techniques that build on our "happy days."

Children's Nutrition 101

Childhood obesity is one of the largest issues facing a parent today. Are we feeding our children well? Too much? What if your child does need to lose weight? You will learn the basics of nutritional requirements for your growing children, tips for healthy eating, health risks of obesity in children, how to recognize when weight is a problem, and how to build children's self-esteem.

Staying Healthy "On the Road"

You don't have to abandon your routine while away from home! This seminar will provide tips on how to eat healthy while dining out, exercise while traveling, and stay healthy while away.

Exercise 101

This seminar will help you understand the importance of cross-training and get a head start on reaching your target exercise rate. You will also learn how to create an exercise regime that is ideal for your situation. The session will cover the benefits of establishing a daily exercise routine, how to get started and stay motivated, and how to overcome the exercise "plateau".

Preventative Living

It's all about taking care of yourself today to ensure a longer and healthier tomorrow. This comprehensive three hour seminar will teach participants the work they need to do to reduce and prevent health problems. They will use a step-by-step guide to begin and learn the process of taking charge of the most important person in their life—theirself.

Relationships 101

The definition of a good relationship is that the partner you are with wants to see you grow and get better and better. This workshop will include an interactive and lively discussion on the misconceptions of relationships, the meaning of fulfillment, the importance of communication, and the real definition of happiness. We will review the characteristics of a relationship, the five key ingredients to a successful relationship, and the different types of relationships.



Nutrition 101

In this seminar, taught by nutritionists and dieticians, you will learn about food and nutritional requirements and the importance of eating for a healthy life. Participants will be surprised at what they don't know and what their body actually needs. The session will go over the benefits of good nutrition, components of a healthy meal, and tips for healthy eating and meal planning.

Benefits of a Good Night's Sleep

Sleep is an essential part of our daily lives and wellbeing. Lost sleep robs us of the opportunity to restore ourselves physically, emotionally and even cognitively. In this seminar you will learn the physical and mental benefits of a good night's sleep, ways to improve your sleep environment, and techniques for relaxation and dealing with insomnia.

Dealing with Mental Illness

Mental illness can affect your life and those around it. Whether it is a friend or loved one, dealing with mental illness, there are things you can do to help make way for better living.

Loneliness

What is loneliness? Are you lonely? How can you overcome loneliness? Loneliness is something that can affect our overall health and well-being as well as even our mental health. All your question plus some very practical suggestions and tips for overcoming loneliness will be discussed during this seminar.

Your Healthy Heart

TOP
PERFORMER

Paying attention to your heart health is one of the best things you can do to improve your quality of life, increase longevity, and improve overall health. In this seminar we will touch on the various terms and important factors you need to know to improve your heart health. We will also discuss the risk factors and measurements of a healthy heart as well as understand how to recognize heart attacks and strokes.

Getting YOU Help

Oftentimes life gets so busy we forget to check in and see how we are doing. We need to stop from time to time and check in with our own mental health. Are we anxious all the time? Sleeping well at night? Overeating or under eating? This workshop will provide you the opportunity to remind yourself to stop and look at how you are doing and evaluate your emotional and physical well-being and assist you in getting the help you may need.

Conquering Fear and Anxiety

Fears and anxieties are made of thoughts that are based upon personal experiences or beliefs. Pretending that these thoughts and fears do not exist or are not that bad can actually make them worse. In this workshop we will learn how to talk through our thoughts in order to realize that our fears and anxieties are manageable and controllable.

Compassion Fatigue

For many of us our day to day jobs are not only physically exhausting but mentally exhausting. This workshop will guide you through what compassion fatigue is, the signs and symptoms, the difference between compassion fatigue and burnout and real-life strategies to help in your everyday life.

How to Speak to Your Doctor

With the many changes taking place in health care today, this seminar is designed to give patients a set of specific tools to assist before, during, and after a physician visit in order to maximize the time spent together.

Relaxation Techniques for Stress Reduction

Hectic schedules can result in feelings of exhaustion and a lack of clarity in our work and personal lives. This meditation workshop will teach relaxation exercises that reduce tension and stress. In this seminar we will better understand stress and how it affects the body, learn the benefits of relaxation practices, and introduce stress management techniques (meditation, guided imagery, progressive muscle relaxation).

Holiday Survival Guide

We all have special feelings about the holidays. For some it's a wonderful time of celebration, family and joy. For others it's a time of sadness and feeling overwhelmed. Participants will examine sources of holiday stress and learn strategies for coping and managing their emotions, time, relationships and finances. We will share ideas for organizing holiday tasks, managing holiday demands and look at the role of holiday traditions.

Alcohol and Substance Abuse

This class will address the basics of alcohol and substance abuse. We will look at how to identify if someone has a problem, the difference between substance abuse and dependence, how drugs affect the body and the basic family and social problems that arise from substance abuse and how to get help.

Grief, Dying and Death

This is meant to be a thoughtful and compassionate seminar that helps people talk about and deal with a topic that's not often discussed. Losing someone close to us can be very confusing, as we don't have a lot of experience with it. This is a session where people can share, explore and educate themselves on ways of coping.

Stress Management

TOP
PERFORMER

This seminar covers common causes of stress, how to recognize your stress signals, and successful strategies for managing stress when it occurs.

Eating Disorders

What is an eating disorder? What are the different types of eating disorders? What are the signs to look for in someone that may have an eating disorder? These questions and many more will be addressed during this presentation. The facilitator will also explain how eating disorders affect the work and home life as well as address resources and next steps to get help for others or yourself.

Overcoming Burnout

If you're feeling overwhelmed by the pressures of everyday work life and home life, then this workshop focusing on the issues of burnout will help bring your life back into balance. Learn to identify the symptoms of burnout and explore strategies for coping with and avoiding burnout.

What Is Anger?

What is anger to you? We all tend to get angry at times. In this seminar, we go over self-reflecting on our past and present and how anger affects us. Knowing exactly what anger is and what it is not is a big step in helping us learn how to keep it under control. Discussing the best practices to avoid any feelings of anger or resentment can help us live a happier and less stressful life.

Depression

Depression occurs in persons of all genders, ages and backgrounds. It's among the leading causes of disability worldwide and affects about 121 million people. In this seminar, we will discuss the causes, symptoms and impact of depression as well as ways to both seek and receive help. Though depression can be reliably diagnosed, few of those affected actually receive the proper treatment. We will learn the barriers to treatment as well as ways to overcome them for a happier, healthier life.

Letting Go of Worry and Anxiety

This seminar is designed to help participants cope with anxiety by understanding how it affects you, how to reduce it, and signs of anxiety disorders.

Suicide Prevention

In today's world knowing the early warning signs of suicide is of critical importance. In a considerate manner this seminar will explore the best ways to handle this topic.

A graphic with the text "Smoke Free!" in large white letters on a wooden background. To the right is a clear glass ashtray. A blue diagonal banner in the top right corner says "TOP PERFORMER".

Smoke Free!

This seminar will provide an understanding of what to expect when becoming a non-smoker, how to do so successfully, as well as the immediate and long-term benefits to your health. We will discuss the dangers of smoking and the benefits of stopping, develop a personal action plan, and help you manage weight gain and other possible consequences of quitting.

Reclaiming Your Health: The Guide to Recovery

Many people today are struggling to regain a healthy lifestyle after a life threatening disease, addiction, physical and/or mental disability. Overcome the "symptom management mode", gain back energy and be productive.

Nutrition Navigator

Looking to plan some healthy meals during your busy week? Want to better understand components like nutrition labels, blood sugar levels, and fiber? This seminar is a nutrition navigator that will help you plan healthy meals and introduce some of the nutrition basics on your journey to a healthier you! Highlights include: the power of food diaries, the importance of breakfast, healthy lunches to bring to work and quick dinners.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Breast Cancer Awareness
- Cafeteria Shopping
- Helping Your Child Get Active
- From Negative Being to Positive You



Buying Your First Home

In this seminar we will explain the process of buying a house and the preparation necessary for such a major and long-term investment. We will cover terminology and provide you with resources so you can make informed decisions when buying a home.

Retirement and Estate Planning

This seminar will provide you with strategies for creating a successful retirement and estate plan. The information will help you to assess your current financial situation, set retirement goals, and provide helpful resources for investment.

The Importance of Having a Will

You work hard and should make sure that your money and other assets end up where you want them to once you are gone. This seminar will help you understand the basic principles and important components of a will, in addition to alternative options.

Mind Over Money

This seminar will help you understand why you spend, why you save, and what money means to you. The “neuroscience of money” is explored and you will learn how to leverage your money value system to reach your financial goals.

Preventing Identity Theft

This seminar provides information on identity theft. We will discuss how identity theft occurs, how to prevent identity theft, immediate steps for victims, and helpful resources.

Financial Boot Camp

This comprehensive three-hour seminar gives participants the knowledge and tools to begin relieving financial stressors created by uncertainty and confusion. Participants will leave with their own personal financial priorities to make smart decisions for a lifetime.

College Financial Planning

As college tuition costs skyrocket parents need to plan and to save. This seminar provides information to help you plan for the future and manage the cost of your child’s college education, including savings and investment strategies and vehicles, college financial planning tips, and options for financial aid.

Living off Your Paycheck

This seminar will go over goal setting and how your money beliefs can affect the way you save and spend. Other topics covered during this session include: how to reduce debt, the difference between “meat vs. gravy”, and how to increase your wealth.

Overcoming Debt

Carrying too much debt today can jeopardize your financial future. This seminar will address the different types of debt and how we can work towards living a debt-free life. Topics discussed include: the difference between good debt and bad debt, the impact of interest charges, managing your spending habits, and creating good saving habits.

Tax Tips

This seminar will help you understand the secrets of reducing our taxable income, how to breakdown the federal tax reporting system and remove the mystery of the tax return. You will learn how to use deductions and exemptions to reduce your taxes, discover simple changes to what you are already doing and the four strategies to save tax dollars.

Holiday Budgeting

We may have our budget under control during the year, but at the holidays it can get blown out of control. This motivational class teaches a skill set to keep the holidays in balance. You will learn how to rein in your spending at the holidays without being seen as the Grinch® and re-examine your expectations of the holidays to stay out of debt.

Intro to Social Security Retirement Income

Social security plays a big role in retirement planning. During this seminar you will learn strategies that will help you to maximize your benefits, the types of benefits (spousal, divorced, survivor) and how to calculate them, as well as other important factors to consider (current health, family history, work status, spousal requirements).

Moving Your Adult Kids to Financial and Emotional Independence

This seminar will provide information and helpful ideas for parents to use to empower their young adult children to move toward financial and emotional independence. We will explain the term “adultolesence” and offer tips to get them going, emotionally and financially.

Teaching Children about Money

Surveys repeatedly show that most teenagers do not understand basic financial concepts. This seminar will cover how to teach children about money by looking at our own money values and how we communicate about money. We will discuss parental attitudes about allowances and working, how to set goals, and more.

Planning Your Financial Future


Preparing for the future means having financial resources to fall back on while simultaneously building wealth with savings and other investments. This seminar will discuss typical road blocks to saving, how to deal with them, and the importance of investing. It does not provide specific financial or investment advice.

Managing Your Money in Tough Times

For years we have heard that if you follow sound financial practices and stick to a plan with a solid foundation you will come out ahead. This seminar will discuss how financial times today have changed both the rules and how we need to react in order to survive tough financial times.

The Basics of Investment

Understanding investment basics helps ensure your money will be there when you need it. The seminar will: differentiate between saving and investing, identify the principles of investing and the parts of a financial plan, and explain how to assess your financial health. It does not provide specific financial or investment advice.



Budgeting Basics

Learn about the basics of budgeting and how to better manage your money. This program is designed to provide an overview of basic strategies and vehicles. Topics discussed include: determining financial priorities, how to reduce expenses, recognizing debt trouble, and strategies for saving. It does not provide specific financial or investment advice.

TOP PERFORMER

Building Good Credit and Improving Your Credit Score

Your credit report and your credit score are incredibly important factors which influence how you borrow. This seminar will review each of these factors individually and how you can monitor your credit records. You will be able to make sense of your credit report and credit score and learn how to improve your credit score.



Prenatal & Adoption

Prenatal Planning: Preparing for Upcoming Changes

Are you planning to start a family? This seminar will help you discover what you need to know to prepare. We will discuss birthing options, health and wellness issues, financial planning, time management strategies, and baby product and equipment safety.

Transitioning to Parenthood

A new baby brings excitement, challenges, questions, doubts, and especially lots of change. This seminar is for new and expectant parents to help set expectations and explore strategies to cope with the new demands of parenthood. We will discuss strategies for adjusting to new parenting roles, coping with emotional and lifestyle changes, and how to increase your self-confidence as a new parent.

Overview of the Adoption Process

This seminar will provide you with important information necessary to navigate the adoption process. We will review the types of adoption, adoption agencies, the home study, costs and legal issues, and offer helpful resources.

The Benefits of Breastfeeding (web only)

The decision to breastfeed your baby is a personal one and one that only you can make. This seminar will provide you with the basic information and facts to help you make an educated decision on breastfeeding. We will discuss the benefits for both the mother and the baby, facts and myths about breastfeeding, and offer helpful resources for further information.

Choosing Quality Child Care for Your Child

Before you, as parents, begin your search for quality child care you need this basic information. This seminar will assess your needs, help you explore your options, evaluate child care providers, and go through the selection process.



Child Care & Parenting

Encouraging Effective Homework and Study Habits in Elementary School

This seminar provides parents with tips on how to promote effective study and homework habits in the primary grades. The session will go over the role of parents, helping your child with homework, tutoring options, working with your child's teacher(s), and encouraging learning outside of school.

Raising Children in a Diverse World

Teaching children about diversity and tolerance is a critical part of parenting today. This program provides you with information to teach your children about diversity. Among the topics covered in the session are: helping children to be proud of their heritage, introducing children to other cultures, religions and races, answering tough questions, protecting your child from discrimination, and how to be a good role model.

Healthy Kids

Healthy kids lead to healthy adults. We will discuss the research behind living a healthy life and practicing preventative health for kids and the impact this can have on their mind and body as they grow. The areas of discussion include nutrition for kids, exercise, immunizations, and sleep to name a few. Learn how you can raise a healthy kid!

Raising Well-Balanced Children

Raising children to be responsible, well-balanced, individuals can be challenging. This workshop will provide practical tips to help parents foster a healthy, positive foundation in their children. We will discuss self-esteem, emotional, physical and social issues, personal discipline, body image, as well as gender differences and challenges.

Communicating and Resolving Conflict with Your Teen

This seminar will provide you with practical communication tips to improve your connection with your teen and techniques for resolving conflicts. Effective communication makes time together more enjoyable, discipline effective, and conflict resolution successful.

Preparing Your Child to Say NO to Drugs, Alcohol and Tobacco

Parents are the first line of defense when it comes to their children's use of tobacco, alcohol or drugs. Studies show that children are less likely to use drugs if their parents talk openly about the negative consequences of substance abuse and teach them how to avoid it. In this seminar parents will learn what they need to know to educate their children on the risks of tobacco, alcohol and drugs and help their children say NO!



Children's Nutrition 101

Childhood obesity is one of the largest issues facing a parent today. Are we feeding our children well? Too much? What if your child does need to lose weight? In this session you will learn the basics of nutritional requirements for your growing children, tips for healthy eating, health risks of obesity in children, recognizing when weight is a problem, and building self-esteem.

Summer Care and Camp Options

Identifying quality summer care for children requires smart questions and information to discern the best option. This seminar will help you assess your summer care needs, review summer care costs, and give an overview of summer options for children and teens.

The Sandwich Generation

Finding balance when juggling caregiving responsibilities for children and aging parents is an enormous challenge. In this session you will learn practical strategies and solutions to manage competing demands of caring for older adults while raising children.

Adolescents at Risk

Parents will learn about the factors that contribute to at-risk behavior in adolescents and discover hands-on parenting approaches for prevention. The seminar will discuss proactive, positive parenting, coping tips for at-risk issues, and offer helpful resources for further assistance.

Talking with Children about Violence: Keeping Them Safe

This seminar provides parents with information on keeping children safe from violence. The session will cover the prevalence of violence, talking to children about violence (e.g., media, war, terrorism, school violence, bullying, gangs, peer pressure, etc.), safety strategies and preventive skills, and recognizing reactions to violence.

Positive Parenting during the School-Aged Years

This seminar provides basic parenting strategies for school-aged children. The session will cover healthy habits, effective communication, promoting positive academic performance, and transitions.

Parenting and Technology: The Internet, Texting and Social Networks

Parents will learn critical tips that protect and guide their children to promote positive online and networking experiences. In this seminar we will review the language, identify concerns and risks, teach strategies to increase safety online, discuss instant messaging, texting, social networking, and chat rooms, and identify resources and monitoring software.

Moving Your Adult Kids to Financial and Emotional Independence

This seminar will provide information and helpful ideas for parents to use to empower their young adult children to move toward financial and emotional independence. We will discuss historical changes and statistics, common emotions of parents and children, and tips to get them going emotionally and financially.

Successful Stepfamilies

This seminar assists stepfamilies in creating a loving and supportive family environment. This session will help you prepare for a successful transition and create family unity. It will also review the importance of communication.



Parenting Your Teen

This seminar will help parents of pre-teens and teens by offering effective parenting tips and strategies for the difficult teen years. The session will help you to understand physical changes, communicate effectively, manage conflicts, deal with teen social issues, and promote awareness of at-risk behaviors (e.g., alcohol and drug abuse, eating disorders, gangs, etc.).

Single Parenting

Single parents who attend this seminar will learn tips, strategies, and general information to help them survive and thrive. Among the topics discussed are: organizing yourself, spending quality time with children, establishing healthy communication skills, teaching healthy expression of emotions, building self-esteem, establishing stability and security, the co-parenting challenge, and how to obtain support.

Co-Parenting

Parenting itself is a challenging responsibility. For parents who are going through a separation or divorce it can create a completely new set of challenges. The good news is, with planning and understanding you can parent just as effectively. In this class participants will learn the challenges and strategies to co-parent successfully and learn how to focus on what is best for your children.

Handling a Family Crisis

For those who may be going through a family crisis or simply want to prepare, this class will cover managing expectations and guilt. Learn how to cope with financial challenges and what to expect during transition times. This class can also be geared toward managers supporting employees going through a family crisis.

Communicating with Young Children

This class specifically covers how to communicate with young children. We will explore the importance of good communication, what to expect at various stages and what kinds of communication techniques work best with younger children.

Divorce and Separation: The Effects on Children

This seminar offers parents tips on how to help their children cope with a divorce or separation. You will learn how to explain separation/divorce to your child, the emotional impact it can have on your child, what to expect with various age groups, and how to communicate between households. Tips on establishing custody agreements and coping for parents and children are also offered.

Dealing with Change – Families

Change is inevitable in life. This seminar will equip participants with the tools needed to navigate change successfully as a family.

A graphic for a bullying seminar. It features a red background with a hand holding a white card that says "You're ugly!". The word "Bullying" is written in large white letters, and "How to Protect Your Child" is written below it. A blue ribbon in the top right corner says "TOP PERFORMER".

Bullying
How to Protect Your Child

This seminar provides information on recognizing the signs of bullying and how to prevent or cope with it. The session will cover types of bullying, talking with children about bullying, signs your child may be being bullied, coping tips for children being bullied, and what to do if you suspect your child is bullying others.

Parenting Your Toddler/Preschooler

What can you expect during the toddler and preschool years? As parents you will learn about effective parenting strategies and typical developmental milestones and transitions. This seminar will cover positive parenting strategies, transitions, developing social skills, healthy habits, and learning at home.

Parenting Your Teen: Relationships

Adolescence is a time when peer relationships and teacher/work relationships grow in significance while parental and sibling relationships are routinely challenged. This program will define relationships, review the best strategies, and discuss conflict resolution techniques to share and practice with your teen.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Evaluating and Selecting Before- and After-School Care Programs
- Is In-Home Child Care Right for Your Family?
- How to Reduce Child Care Costs
- Helping Your Child get Active
- Child Safety: Infant to Preschool Years
- Teens & Success in School
- Helping Children Cope with War and Terrorism
- Parenting Your Teen: Understanding Important Health Issues
- Parenting Your Teen: Tips for Parents of Teen Drivers
- Working Parents: How to Achieve Balance
- Keeping Children Safe in an Uncertain World



Special Needs

Does Your Child Have a Learning Disability?

You will learn basic information about learning disabilities and resources for additional support. The presentation will discuss common symptoms of a learning disability, testing for and diagnosing a learning disability, individualized education plans, educational resources and support groups, and your legal rights.

The Importance of Self-Care for Parents

This self-care refresher is designed to be a help to you so you can be a positive support to everyone in your family. This workshop covers basic wellness, time management, getting support from professionals, as well as finding child care resources to give you needed time for rejuvenation.

Caring for Your Child with Special Needs

This seminar is designed to assist you in navigating the educational and child care resources available for children with special needs. It will also inform you about the financial and legal challenges you may face. Among the topics covered are: testing and evaluation, understanding special education laws and your rights, legal and financial issues, support groups, and helpful resources.

Parenting Your Child with Special Needs: Financial Planning

Learn strategies and tips on creating a successful financial plan for your particular situation. Preparing for the future means having financial resources in place and understanding the resources available to you. The information will help you to assess your current financial situation so you can make the right decisions for your family.

Caring for Your Older Child/Adult Dependent with Special Needs

You will be provided with the information you need to know about caring for an older child or an adult with special needs. This seminar will discuss your child's rights concerning education and employment, protecting and providing for your special needs child, legal and financial issues related to your child's future, and effective parenting and family management.

Parenting a Child with ADD/ADHD

This seminar provides a general overview of ADD/ADHD, including testing and diagnosis. The session will also go over treatment options for ADD/ADHD as well as strategies for success.



Education

Navigating the College Financial Aid Process

This seminar helps parents understand college financial aid options. The session is designed to give you an overview of the financial aid system, financial aid forms, student aid application tips, and offer helpful resources.

How to Choose the Right College or University

Choosing the best college may be one of the most important decisions your child makes. To make it easier, this seminar gives you, as a parent, the information you will need to help your child find, evaluate and choose the college that best fits his or her needs.

Preparing for and Applying to College

This seminar will cover critical information on preparing your child for college, including academic planning (e.g., high school requirements, standardized testing), the college search, the admissions process, and how to make the right decision.

Nontraditional School Options

This seminar provides information on nontraditional educational programs and options. Information will be provided on assessing your child's academic needs, educational options, the admissions process, and balancing school, work and life.

Preparing your Child and Family for College

This seminar will help you prepare to make the transition to college a productive experience for the entire family. Among the topics covered in the seminar are: how to balance independence and guidance, health and wellness practices, preparing for emotions, communication management, and honoring new relationships.

Teens & Success in School

Parents will learn which healthy habits are important to school success, how to help teens deal with teachers and academics and how to help teens get organized. Understand the signs for when your teen is over involved or under involved and how to deal with peer pressure and handle discipline.

Pursuing a Graduate Degree or a Continuing Education Program

The presentation is designed to help you choose the right graduate or continuing education program and guide you through the application and admissions processes. It will also offer useful information on financial planning and managing work-life responsibilities.



House & Home

Planning Your Retirement Lifestyle

This seminar will help you plan for and enjoy a successful and fulfilling retirement. Participants will learn how to discover their passions and preferences and access their expectations and those of their partner. The session is designed to change the way you think about “traditional” retirement planning and help you discover and pursue your passion with our step-by-step guidelines.

Green Tips for the Home

Learn the ecological and economic benefits of going green. This workshop provides concrete methods to make our homes greener; saving both money and the environment.

Pet Care & Ownership

This seminar is designed to help participants find reliable and affordable pet care services and will cover pet care options, evaluating pet care providers and trainers, and preparing for your absence.

Navigate Life Transitions

Changes in our personal and professional lives often include major life transitions such as moving, marriage, birth of a child, death and divorce. We will review strategies to make these transitions easier.

Emergency Preparedness

This seminar is intended to help you prepare yourselves, your families, and your homes in case of an emergency. You will learn how to identify potential disasters in your area, create a disaster supply kit and family emergency plan, and how to cope with the aftermath. Other topics include insurance options and evacuation plans.

Home Improvement

Finding a competent and reliable contractor is the first step to a successful and satisfying home improvement project. Learn how to find the right home improvement professionals, check references, keep records, and handle unforeseen problems.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Smart Shopping
- Overview of Divorce Issues
- Wedding Planning
- Coping with Deployment



Caregiving: Putting YOU into the Care Equation

This seminar addresses the challenge of caregiving and offers some guidance for achieving a healthy balance as you juggle multiple responsibilities. The session is designed to help you better identify priorities, achieve objectives, and offer ideas and encouragement to help you deal with your own stress.

The Sandwich Generation

Finding balance when juggling caregiving responsibilities, for both children and aging parents, is an enormous challenge. You will learn practical strategies and solutions to manage competing demands of caring for older adults while raising children. This seminar will teach you prioritization and time management techniques in order to achieve this balance.

Home Safety for Alzheimer's Disease and Related Dementia

In this seminar, we'll look at the proactive steps that can be taken to create a dementia-friendly home that eases caregiver stress and promotes more positive outcomes. This seminar aims to help you look at the home in a new light, understand dementia & age related changes, learn about main safety challenges, and explore strategies for home safety.

Advance Directives

It is often difficult to discuss the future with aging parents and other older relatives. This seminar will guide you through the important discussions concerning your relatives health concerns, emotional issues, financial and legal issues, as well as housing options and support services at home and in their communities.

Caregiving Technology: Gadgets, Apps, and More to Help You in Caregiving Role (web only)

Whether it's a GPS shoe for tracking wandering parents with dementia, programmed caps for prescription bottles as medication reminders, or touchscreen tablets and computers for staying connected, caregiving and aging technology products are exploding. We'll look at the latest technology and gadgets for safety and health and peace of mind for caregivers.

Caregiving: Are You Ready?

This seminar provides essential information, support, and encouragement to caregivers of adult loved ones. It offers practical tips and advice on assessing your needs, discussing care arrangements, and assisting with activities of daily living.



Senior Care Overview

TOP
PERFORMER

This seminar provides information about the various adult care options available. The session is designed to help you understand adult care, assess your loved one's needs, communicate with loved ones about changing care needs, and identify care options and resources.

Caregiver: Legal & Financial Issues

What are the critical legal and financial issues involved in caring for an older loved one? Topics in this seminar include: locating and organizing important documents, executing or updating important legal documents (e.g., wills, trusts, advance directives, guardianships/conservatorships), finding an elder care attorney, and planning for your own future.

Overview of Medicare and Medicaid

This seminar provides a basic understanding of health insurance and government programs associated with adult care. The session will give an overview of Medicare and Medicaid, explain eligibility for benefits, and cover Medigap insurance.

Caring for a Loved One with Alzheimer's Disease

What are the care options for people with Alzheimer's disease and other forms of dementia? This seminar explores options and opportunities for you as a caregiver. The presentation will cover the signs, symptoms, and stages of Alzheimer's disease, day-to-day caregiving techniques, financial assistance and insurance, and resources for caregivers.

Long-Distance Caregiving

This seminar provides information on how to assess the needs of an older loved one who does not live nearby. The session will enable you to understand care options, determine whether relocation is appropriate, and discuss care options and critical issues with your loved one.

Professional Care Management

This seminar provides information about Professional Care Management. We will review what a Professional Care Manager (PCM) is, the services provided by a PCM, fees for PCM services, and how to evaluate PCMs.

Long Term Care Insurance: Everything You Need to Know

At least 70 percent of people over age 65 will require some long-term care services at some point in their lives. Contrary to what many people believe, Medicare and private health insurance programs do not pay for the majority of long-term care services that most people need. Planning is essential for you to be able to get the care you might require and save your assets and income for uses other than long-term care. This seminar provides a basic understanding of long-term care insurance including: coverage and benefit choices, designing coverage to meet your needs, and state partnership long-term care insurance programs.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Senior Driving Challenges: How to Keep Older Loved Ones Safe, Mobile, and Independent (web only)
- Caregiver Emergency Preparedness (web only)
- Care Transitions: Tips on Making a Smooth Move from Hospital to Home (web only)
- Saying Goodbye: Life After Caregiving
- Caregiving: The Importance of Family Meetings
- Caregiving: Making Healthy Food Choices for You and Your Family
- Caregiving: Tips for Living a Healthy Life
- Communicating with Your Older Loved One
- Caregiving: A Focus on Home Safety and Independence
- The Effects of the Aging Process
- Preventing Elder Abuse
- Home Design for the Older Adults
- Exploring Housing Alternatives for Older Adults
- Hospice Care

Make a Request

Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

28



Take Your Child to Work Day Programs

Thursday April 27th 2017

Our Take Your Child to Work Day programs are designed to empower children with information, skills and experiences to pilot their lives. Each themed program brings together engaging educational content, group participation, and a fun and creative activity. Plus, each program wraps-up with a discussion about what lessons the children learned while participating.

Flexible Program Format

- **Short Program:** a one-hour session
- **Half-Day Program:** choose between four hours of a themed event or four one-hour sessions
- **Full-Day Program:** six one-hour sessions

Easy to Follow Guidelines

- **Children ages six and up.** Programs tailored for school-age children.
- **Maximum 30 children per class.** Maintains optimal 1:7 adult-to-child ratio.
- **30-day advance registration.** Ensures room size and setup details prior to event date.

In 2016, DONCEAP's Take Your Child to Work Program was a huge success, with approximately 1,300 children participating!

Book Your Event for Thursday, April 27th, or any other day that suits you.

Contact DONCEAP to start planning now!

Make this Day Memorable! Plan a Special Event for Your Employees' Kids

Choose from these exciting programs:

- **Mindfulness:** This workshop will teach the basic concepts of mindfulness and how to incorporate it into children's everyday lives. They will engage in a short breathing exercise, exploring their world through their senses and learning how to focus and expand their attention through mindful practices.
- **Get Moving:** This session focuses on the importance of movement and how to increase the amount of movement that kids get each day. This includes brainstorming ways to increase movement through short exercises and daily awareness.
- **Compassion:** This workshop teaches younger children, ages four to eight, about the importance of being kind to each other. Children will brainstorm ways to "fill their bucket" with good deeds and kind actions towards their friends, family, teachers, and others. *This workshop is based around the book "Have You Filled a Bucket" by Carol McCloud.
- **Healthy Living for Kids:** Wellness is important for optimal performance at school and work. In this workshop, children look at what kinds of choices they should make in regard to nutrition, exercise and sleep.
- **If It Is To Be It's Up To Me:** This program exposes middle and high school students to skills which will help them chart a path towards an appropriate college and career for their interests and talents. If younger children are in the group the orientation can be about how am I going to reach my dreams.
- **Communication Sensations:** This workshop explores the communication choices today's kids will have when they begin to work. Activities stress the importance of clear communication and reveal participants' communication and leadership strengths.
- **BFF-Best Friends Forever:** This workshop explores the synergy and health of good friendships. Kids will examine what makes someone a good friend as well as what behavior to expect from a friend. Discussions and activities for older kids include peer pressure and bullying.
- **Good Manners Will Get You Everywhere:** This workshop focuses on good manners when meeting new people, dining, talking on the phone or using email.
- **Creating Your Path:** Students will explore their interests and talents, get a better understanding of the college application process, and learn important lessons about making and maintaining positive impressions.
- **Teaming Up:** How to work best as a team when time and resources are limited.
- **Imagination is More Important than Knowledge:** This program challenges participants to think outside the box, using imagination for inspiration and product creation. Activities promote team-building and communication skills.
- **Laugh It Off:** To help today's busy kids better manage stress we will offer a kid's version of our best-selling workshop "Lightening Your Life with Laughter." Kids will learn fun ways to laugh off their stress.
- **Kids and Money:** This program offers two age specific workshops to help kids understand money management basics. A program for ages eight to 13 that explores what money means to kids, and a program for ages 14 and up that focuses on goal setting and saving at an early age.
- **Why Can't We All Just Get Along:** Kids learn life skills to help resolve conflicts through role playing situations such as bullies, sibling rivalry, and parent conflicts.
- **What Am I Gonna Be:** This session helps kids explore career opportunities including starting their own business.
- **Who Am I:** This session focuses on developing positive self-esteem through fun, interactive activities.
- **It's Not All About ME:** The session will identify ways in which participants can give back to their neighborhoods, schools, communities, and world by volunteering.
- **Two Heads Are Better Than One:** This session focuses on teamwork, including brainstorming and problem solving.
- **Follow the Leader:** The group will identify great leaders, past and present, and what makes them successful. Finally, participants will discover their own leadership skills.

24 hours a day, 7 days a week

1-844-DONCEAP (1-844-366-2327) | Domestic

(888) 262-7848 | TTY

(866) 829-0270 | International

DONCEAP.foh.psc.gov

